



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer *Job Opportunity*

Office Technician (Typing) Los Angeles Enforcement Permanent – Full-time

The Los Angeles Enforcement section has an opening for an Office Technician (Typing). This position is permanent, full-time and the Department is located at 320 West 4th Street, Suite 350 in downtown Los Angeles.

Duties of the position include:

This position serves primarily as secretarial/clerical support for the Commissioner and the Southern Regional Managers.

- Proofread handwritten letters, memos, transmittals, case analyses, Reports of Investigation and Reports of Interview. Type confidential material for the Los Angeles administration office.
- Screen incoming correspondence and phone calls; refer to appropriate staff as necessary.
- Prepare transmittal packages for the Sacramento Legal office.
- Maintain the call-up system for the Regional Manager; file new and closed call-ups.
- Send and receive faxes; maintain schedules of individuals being interviewed for positions; maintain confidential files, manuals, reference materials and monthly reports.
- Prepare specific departmental forms and monthly reports; coordinate the Bus Pass program for the LADO.
- Assist the Office Assistant in various assignments.
- Assist front counter with consumer licensing questions.
- Provide back-up assistance to the Office Services Supervisor III and train new employees as needed.
- Other duties as assigned and may include minimal clerical support to the District Office and CRT (Crisis Response Team) managers.

Required qualifications:

- Ability to answer, screen and transfer all incoming phone calls.
- Excellent command of telephone etiquette and spelling, punctuation and grammar.
- Excellent time management skills and ability to keep accurate records.
- Ability to interact with individuals at all levels in a professional manner.
- A self-starter who can work independently.
- Communicate effectively both orally and in writing.
- Ability to establish priorities, manage a heavy workload and carry out assigned tasks with a minimum of supervision.
- Experience using a personal computer using Word and Excel.

Desirable qualifications:

- Dependable and reliable.
- Excellent attendance.
- Ability to lift up to 20 lbs. as necessary.

Office Technician (T): **A valid typing certificate for 40 wpm is required.** Please provide a copy of your typing certificate with your application. (A typing test and certificate can be given by the Department of Real Estate.)

SALARY:

Office Technician (T): \$2510 - \$3050

Who should apply: Current State employees at the Office Technician level, those who are transferable and those with list eligibility may apply. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application.**

Submit applications to:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0797 or CalNet 8-498-0797

For information on the position contact:

Phil Ihde, Managing Deputy Commissioner IV
Department of Real Estate
(213) 576-6984 or CalNet 8-649-6984

CALIFORNIA RELAY SERVICE: 1(800) 735-2922 (Voice) or 1 (800) 735-2929 (TDD)

FINAL FILING DATE: Open Until Filled

Application may be obtained from the SPB website at <http://www.spb.ca.gov>

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.